



State of Arizona  
Department of Education

**SCHOOL FINANCE MEMORANDUM 12-059**

To: Charter Business Managers, Charter Holders, and Charter School Administrators

From: Lyle Friesen, Director of School Finance

Date: June 4, 2012

Subject: A.R.S. §15-185 (D) Reduction of Equalization Assistance for Charter Schools Receiving Federal and State Monies Intended for Maintenance and Operations of the School for FY 2013

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[A.R.S. §15-185 \(D\)](#) requires the reduction of the base support level and equalization assistance by the amount of federal and state monies received by a charter school that are intended for the basic maintenance and operations of the school.

Monies intended for basic maintenance and operations (M&O) are those intended to support the educational program of the school. They do not include supplemental federal and state grants for specific purposes, such as ESEA Title I, IDEA Part B, stimulus grants, and federal food program reimbursements, etc. In addition, by statute, they do not include Federal Impact Aid (Title 8, P.L. 103-382) monies. The Auditor General will make final determination of what monies are considered to be intended for basic maintenance and operations.

To assist the Arizona Department of Education (ADE) and the Auditor General in identifying the types of monies applicable to this reduction, charter holders **who have monies to report** must complete the form on page 3. **The form must be sent by U.S. mail or delivery and received by ADE School Finance on or before 4:30 p.m. on July 6<sup>th</sup>, 2012.** District sponsored charters **who have monies to report** must submit the form through their sponsoring district for approval, and the district must forward it to the ADE by U.S. mail or delivery. The form must have an original signature. **NO FAXES WILL BE ACCEPTED.**

Charter schools receiving Indian School Equalization Program (ISEP) funds must report data used in the calculation of state aid separately for the ISEP students and the Non-ISEP students. This allows ADE to accurately apply A.R.S. §15-185(D) only to the state aid generated by the ISEP funded students. Students that are Non-ISEP will generate monthly state aid for the charter because these students are not funded by the federal Indian School Equalization Program. ISEP students will not receive state aid.

For reporting purposes, all charters that have ISEP students must identify each student as either “ISEP” or “Non-ISEP” in the Previous LEA field of the Charter Estimated Counts application. When reporting data through SAIS instead of Charter Estimated Counts, all ISEP students must be submitted with a tuition payer code of 6 to ensure they don’t receive funding.





Please refer to School Finance Memorandum 12-058, Charter School Estimated Student Enrollment List Collection for FY 2013.

Your cooperation is greatly appreciated. Any questions regarding this form or this process may be directed to your LEA Account Analyst. A list of schools and their assigned Account Analyst can be found on the School Finance website under Contacts, LEA Account Analysts or at <https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>





## Federal & State Maintenance & Operations Declaration Form Fiscal Year 2013

Charter holders **who have monies to report** must complete **one form per charter holder**. Multiple forms are not required for each school site listed under the charter holder. **If you don't have federal or state maintenance and operations funds, please don't complete the form and don't submit it to ADE.** This original form must be received by ADE School Finance, via U.S. Mail or delivery, on or before 4:30 p.m. of July 6<sup>th</sup>, 2012. **FAX COPIES WILL NOT BE ACCEPTED.**

Arizona Department of Education  
School Finance Unit, Bin #13  
1535 West Jefferson  
Phoenix, AZ 85007  
Attn: (Account Analyst Name)

Charter Holder Entity Name: \_\_\_\_\_

CTDS # (Example: 012345000) \_\_\_\_\_

1. Describe below any monies, other than state equalization assistance, received or expected to be received for the basic maintenance and operations of the school in Fiscal Year 2013. (Do **NOT** list supplemental monies intended for a specific purpose, such as IDEA, NSLP, stimulus grant, etc.)

FY2013 Maintenance and Operations Monies (Excluding State Equalization)			
Funding Source	Granting Agency	Dollar Amount	Description

Administrator's Name  
(Print): \_\_\_\_\_

Phone #: \_\_\_\_\_

Administrator's Signature:  
(original signature required)

**This section is required to be filled out only by District Sponsored Charter Schools Only. Non-district sponsored charter schools may leave this section blank. If sponsored by a school district:**

Sponsoring School District: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature of School District Official:  
(original signature required)

